E-GRANTS

CASH REQUEST/

EXPENDITURE REPORT

USER GUIDE

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E-Grants Payment System

This is a short instruction manual to help District Clerks/Business Managers navigate the system and enter data to complete and submit their Cash Requests and Final Expenditure Report.

Security Set up to Access Payments in E-Grants (Cash Requests/Expenditure Report)

The Authorized Representative (AR) has determined who in the district/cooperative should be set up with a User ID and Password to access E-Grants. The AR has also assigned a Security Coordinator for the district/cooperative to access the Security System in E-Grants to set up the type of Financial Roles users should have access to.

There are two types of Financial Group roles in the E-Grants Security System:

1) LEA Business Mgr – This Group role will be responsible for approving and formally submitting the Cash Requests and Final Expenditure Report to the OPI as completed and ready for the OPI review and approval. This role can also complete the payment and expenditure report data entry.

2) LEA Finan Data Entry – This Group role will be able to enter the Cash Request and Final Expenditure Report data into E-Grants but not have the ability to Submit. This role will complete the data entry and ensure that the Requests are ready for review and approval by the Financial/Business Manager.

Please note: Individuals who are set up with either of the two financial groups above *do not* have the ability for data entry or submission of an application. They only have access to complete the Cash Request/Expenditure Reports portion within E-Grants.

The Security Coordinator must associate you as a user with the correct group (i.e., LEA Finan Data Entry, or LEA Business Mgr) and to each Application you receive for your district (i.e., ESEA/NCLB Consolidated, IDEA Consolidated, Carl Perkins, etc.). You also need to be associated to all of the districts/cooperatives for which you are a district clerk/business manager.

Find out which Security Forms must be completed for access to E-Grants on the Web at: http://opi.mt.gov/ITProjects/E-Grants.html under the Training and Instructions tab. There is also an "E-Grants Security Coordinator Instructions" document for using the E-Grants Security System.

Tips for Navigating in the Payment System and Application

There are several links in the **upper-right corner of each screen** that may be used at any time.

Click to Return to Application Select – returns the user to the Application Select screen. At this screen the user may **Open** the application or access the **Print All** button (see instruction on the E-Grants website under Training and Instructions).

Click to Return to Menu List – This link returns the user to the list of options on the **Menu List** screen. This screen displays all the grant applications the user has been given access to by the district's security coordinator.

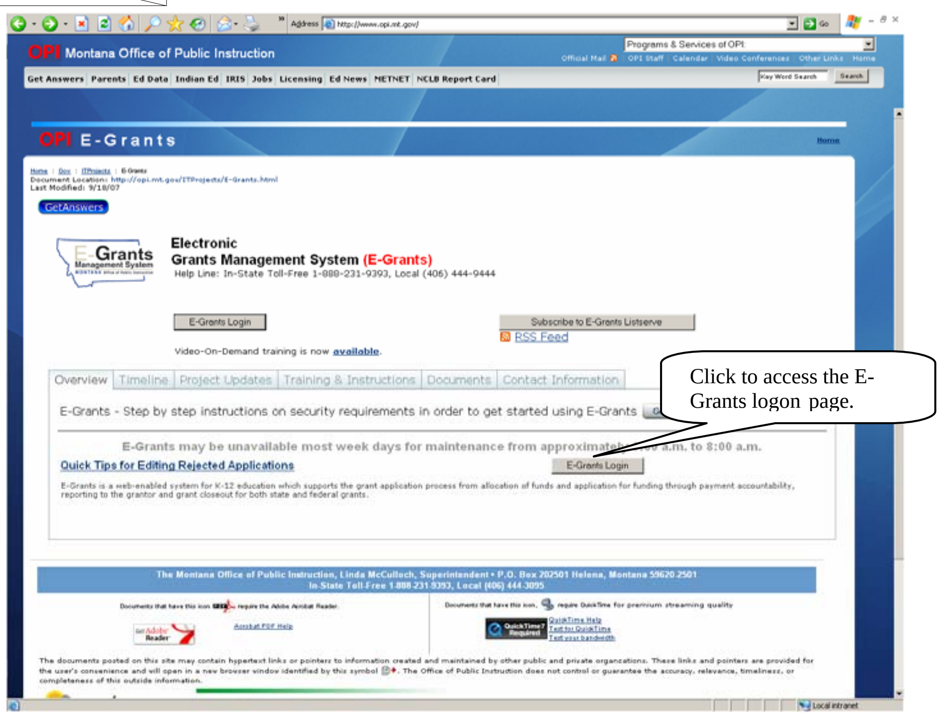
Sign Out – This link logs the user out and returns to the login screen. **Always use this link when leaving the application.**

Each page within the application has a link in the upper-right corner of the page called **Instructions.** This link takes the user to an instruction sheet specific to that page. Please review the instructions for a page before calling the OPI with questions.

All working pages within the application have a button called **Save Page**, which must be clicked to save any entries or changes made to the page. In some cases, the data on the page is prefilled from another part of the application, and no entries are made by the user. However, if there is a Save Page button, the user must click the button to save the data in the current page. The button is usually found at the bottom of the page.

Accessing E-Grants and the Payment (Cash Request/Expenditure Report) System

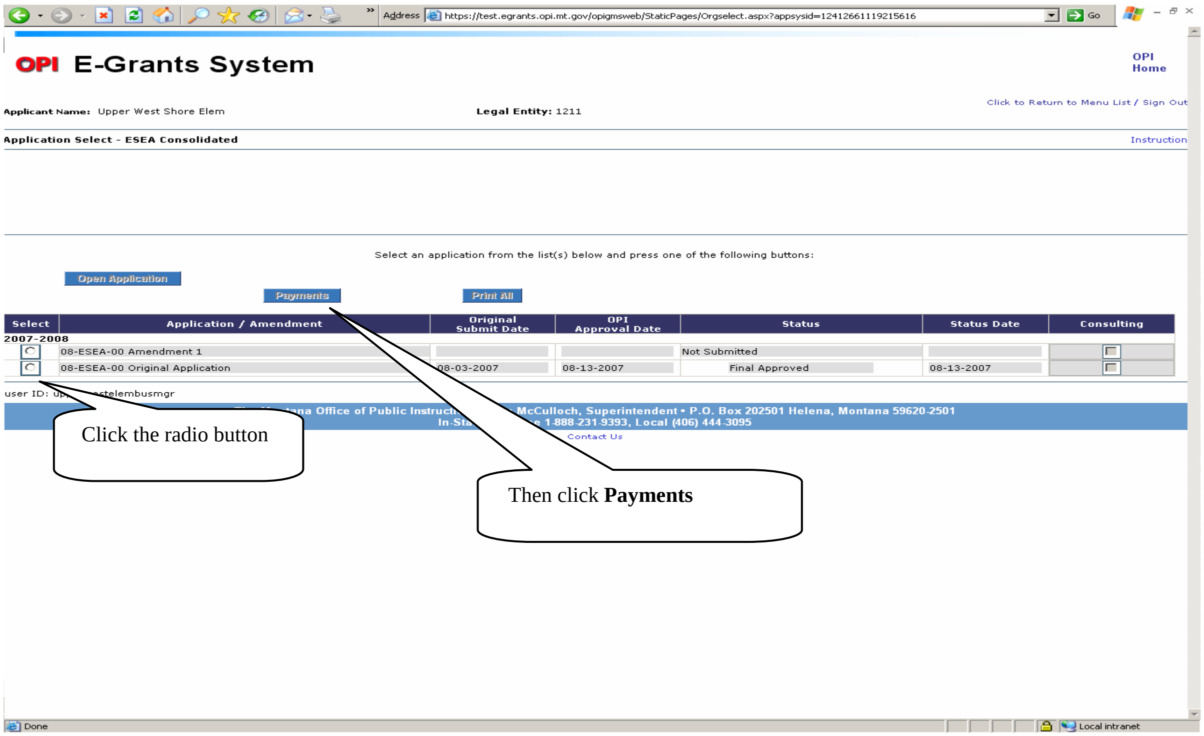
1. Open Internet Explorer. Go to the OPI website at www.opi.mt.gov. Under Programs & Services of OPI select and click on E-Grants under Popular Links. Click on the E-Grants Login button.



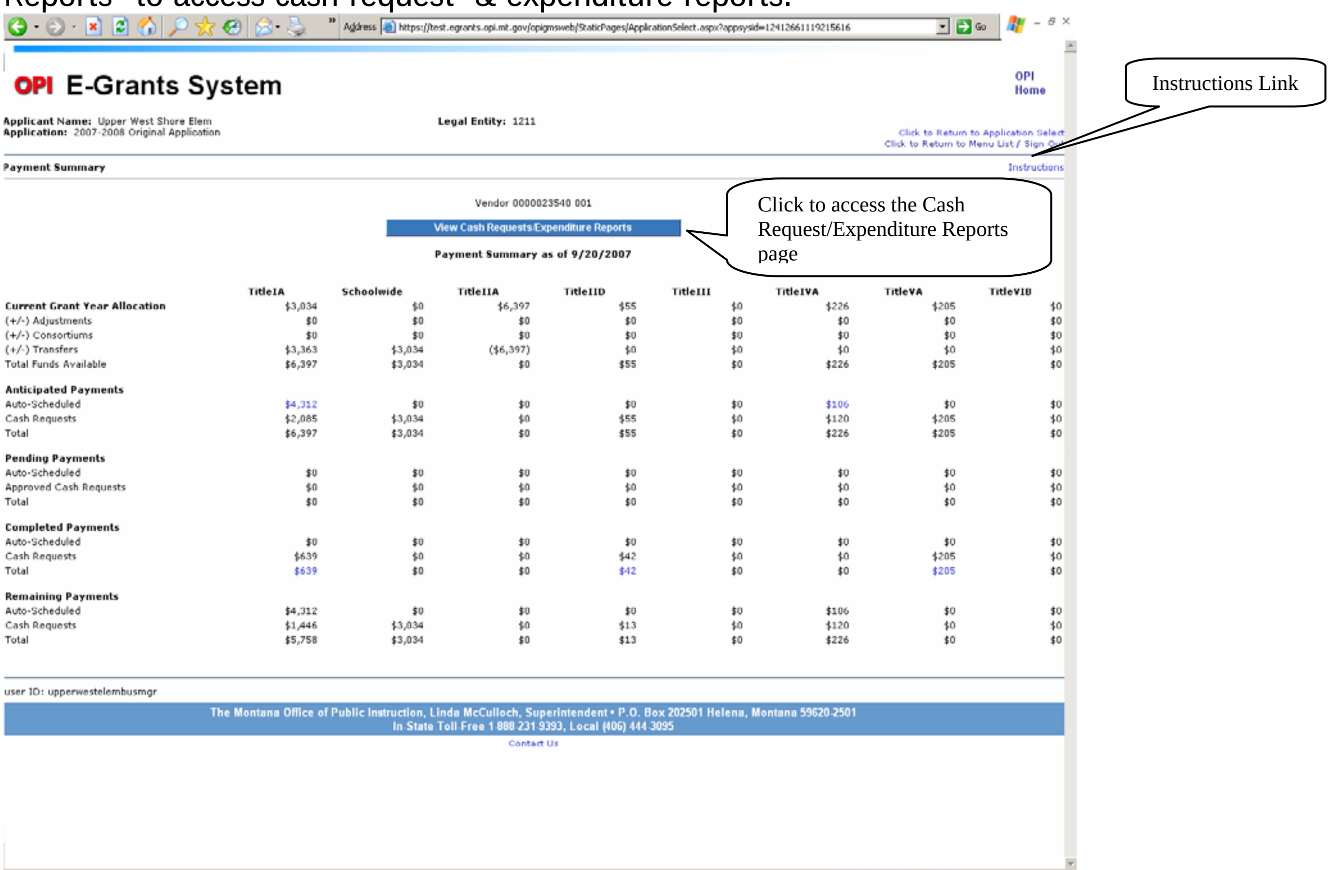
2. Enter your User ID and Password on the Logon Page. Click the "Logon" button.

3. You are now at the "Menu List" web page. Select the Formula or Competitive Grant from the list on this page (e.g., ESEA/NCLB Consolidated). Click on the application you want.

4. You are now at the "Application Select" web page. Click on the radio button of the application you want to request funds for. Then Click on the "Payments" button.

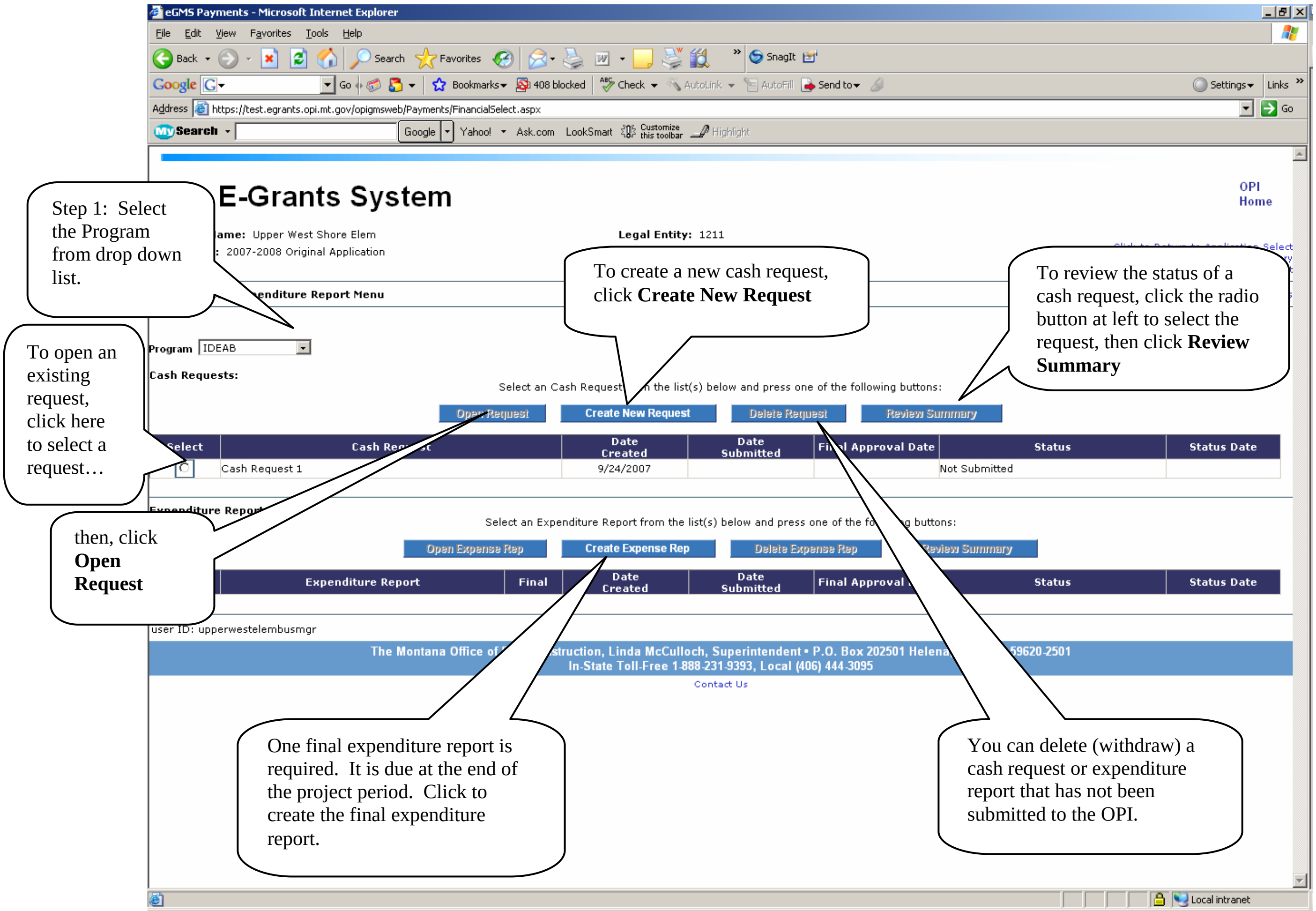


5. You are now at the "Payment Summary" web page. Click on the "Instructions" Link to review the instructions for this page. Click "View Cash Request /Expenditure Reports" to access cash request & expenditure reports.

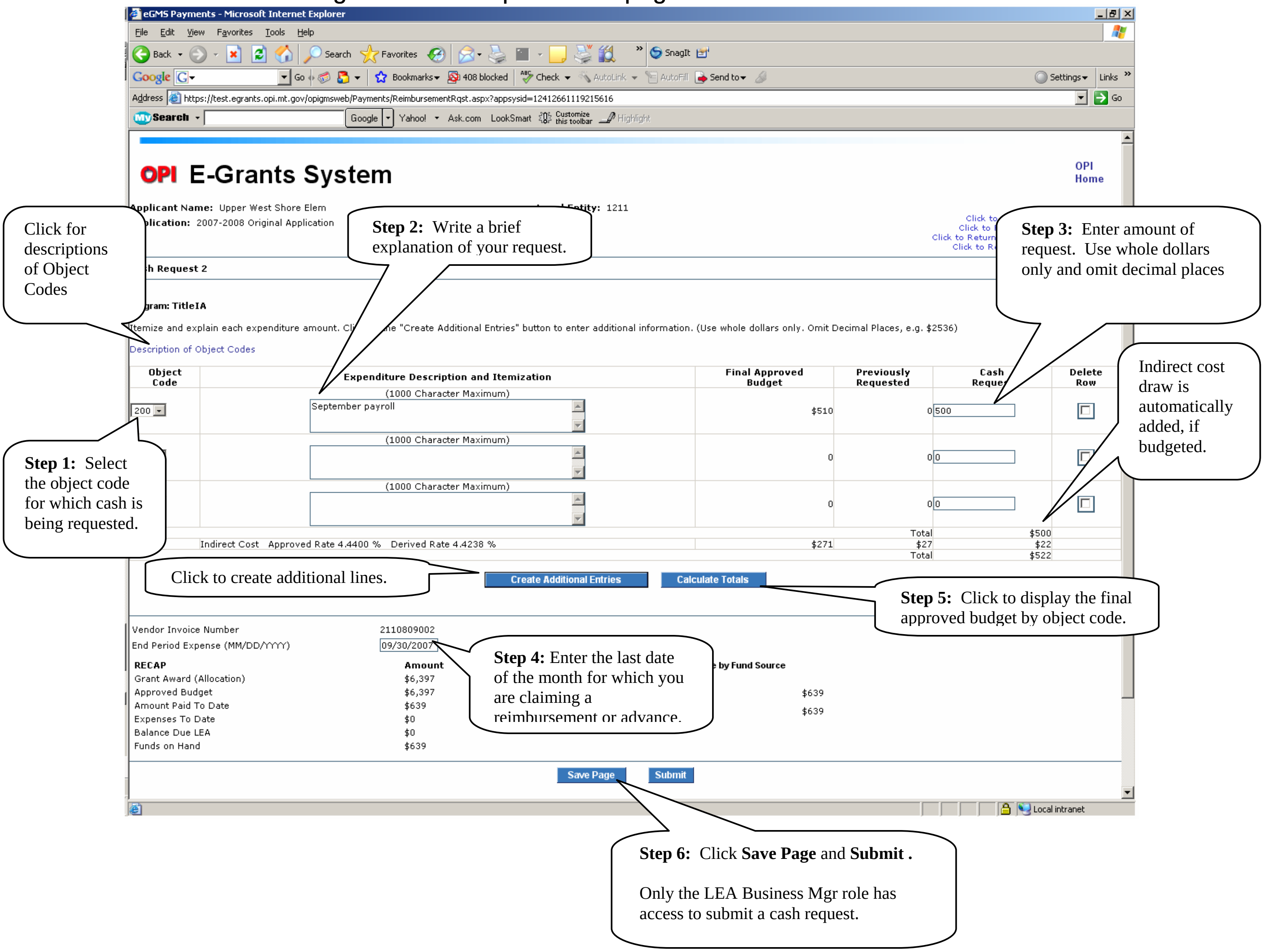


	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
Current Grant Year Allocation	$3,034	$0	$6,397	$55	$0	$226	$205	$0
(+/-) Adjustments	$0	$0	$0	$0	$0	$0	$0	$0
(+/-) Consortiums	$0	$0	$0	$0	$0	$0	$0	$0
(+/-) Transfers	$3,363	$3,034	($6,397)	$0	$0	$0	$0	$0
Total Funds Available	$6,397	$3,034	$0	$55	$0	$226	$205	$0
Anticipated Payments								
Auto-Scheduled	$4,312	$0	$0	$0	$0	$106	$0	$0
Cash Requests	$2,085	$3,034	$0	$55	$0	$120	$205	$0
Total	$6,397	$3,034	$0	$55	$0	$226	$205	$0
Pending Payments								
Auto-Scheduled	$0	$0	$0	$0	$0	$0	$0	$0
Approved Cash Requests	$0	$0	$0	$0	$0	$0	$0	$0
Total	$0	$0	$0	$0	$0	$0	$0	$0
Completed Payments								
Auto-Scheduled	$0	$0	$0	$0	$0	$0	$0	$0
Cash Requests	$639	$0	$0	$42	$0	$0	$205	$0
Total	$639	$0	$0	$42	$0	$0	$205	$0
Remaining Payments								
Auto-Scheduled	$4,312	$0	$0	$0	$0	$106	$0	$0
Cash Requests	$1,446	$3,034	$0	$13	$0	$120	$0	$0
Total	$5,758	$3,034	$0	$13	$0	$226	$0	$0

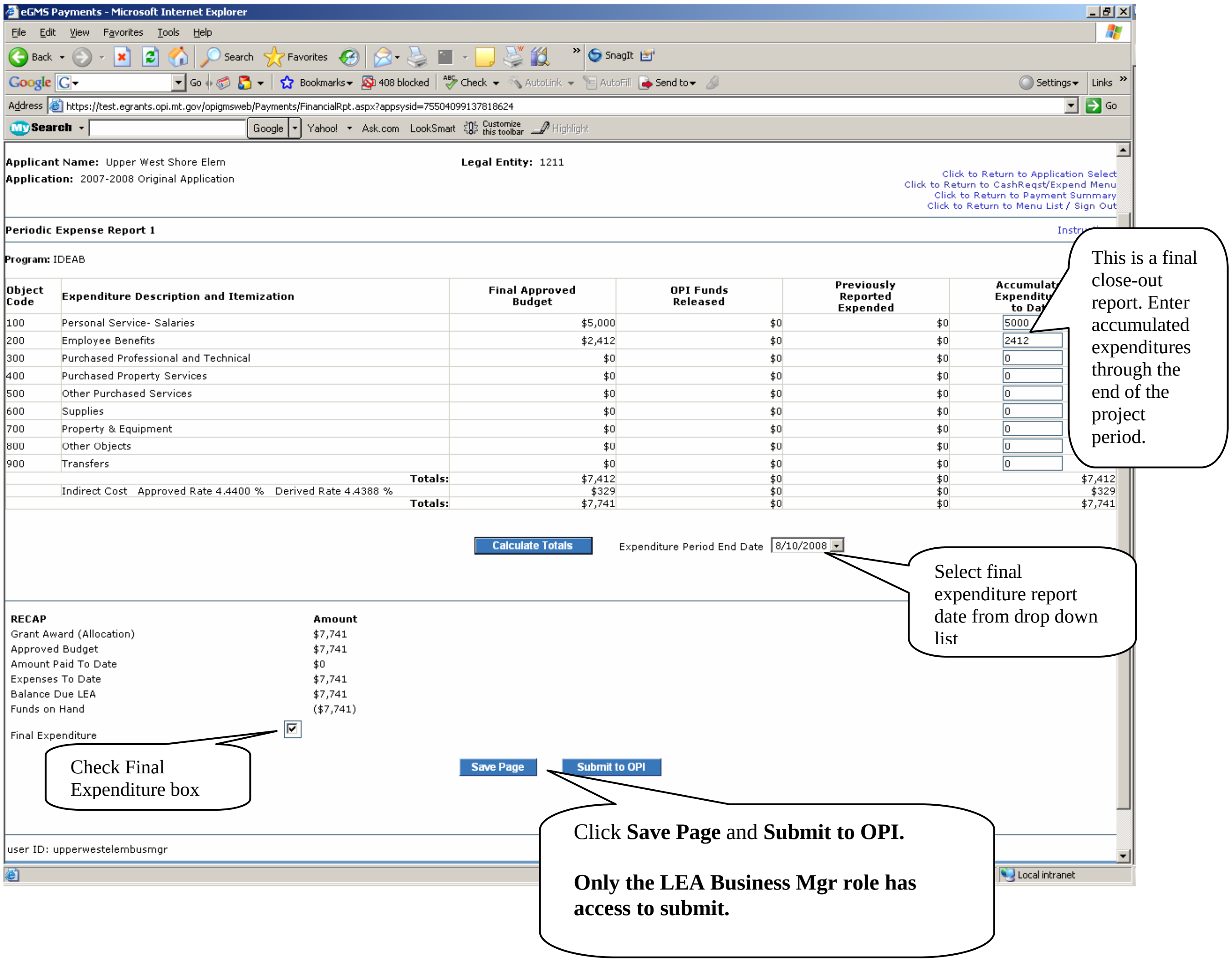
6. You are viewing the "Cash Request/Expenditure Report Menu"



7. You are viewing the Cash Request Web page.



8. You are viewing the Expenditure Report web page.



9. Review Summary

After the accountant has reviewed the Cash Request, the Business Manager will receive an email indicating whether the Cash Request has been approved or been returned for changes.

To access the comments for either approved or returned Cash Requests:

- select the appropriate application from the Menu List,
- select the appropriate radio button on the Application Select page
- click on Payments
- on the Payment Summary page, click "View Cash Requests/Expenditure Reports"
- select the appropriate program from the drop down menu
- select the appropriate Cash Request
- click "Review Summary"
- select the most current round, if more than one
- click "Review Checklist" to view the comments

To return to the Cash Request and make the necessary changes:

- click on Return to CashReqst/Expend Menu in the upper right hand corner
- select the appropriate Cash Request
- make the necessary changes or provide an explanation to the accountants comments
- calculate totals
- save page
- submit